

Wages not subject to OASI Medicare

ZHR_RPTPY632

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
6/21/2007	Kelly Welsh	Initial draft
7/19/2007	Kelly Welsh	Edits
8/31/2007	Kelly Welsh	Edits from review
3/27/2008	Kelly Welsh	Updates to field description per communication sent by DOP on 3/26/08 re: dates report can be run by

Purpose

Use this procedure to identify employees within your agency who have wages not subject to Old Age Survivor Insurance (OASI) and Medicare due to:

- Being over OASI Maximum.
- Sick leave buyouts due to:
 - A death
 - A disability
 - Dependent care.

Trigger

Perform this procedure quarterly to display employees not subject to OASI and Medicare.

Prerequisites

Payroll has been exited by DOP.

In order to perform this transaction you must be assigned the following roles:

Payroll Processor, Payroll Analyst, Payroll Supervisor, Payroll Inquirer
--

Transaction Code

ZHR_RPTPY632

Date	Procedure Update Log
6/21/2007	Created
3/27/2008	Updates to the description of Period, and To dates that can be used to run this report.

Helpful Hints

Run this report once payroll has exited.



Refer to the [Office of Financial Management](#) Website for information regarding the OASI Limits.

Procedure

1. Start the transaction using the transaction code **ZHR_RPTPY632**.




Wages Not Subject to OASI / Medicare

2. Complete the following fields:

Field Name	R/O/C	Description
Period	R	This is the pay period for which the report is being run Example: 01/01/2XXX

Title: Wages not subject to OASI Medicare
Processes :
Sub-Processes :

HRMS Training Documents

Field Name	R/O/C	Description
To	R	<p>It specifies the end date of the reporting period.</p>  There are five different reporting methods that can be selected. <ol style="list-style-type: none"> Yearly Reports (Accumulative) Example:: 01/01/2XXX to 12/31/2XXX Quarterly Reports (Accumulative) Example: 01/01/2XXX to 3/31/2XXX  End dates of each quarter <ol style="list-style-type: none"> 1st quarter ends 3/31/2XXX 2nd quarter ends 6/30/2XXX 3rd quarter ends 9/30/2XXX 4th quarter ends 12/31/2XXX Pay Period Value for pay period only. This option is not accumulative (To review pay periods refer to HRMS Payroll and Reports Job Aid, Example of pay periods): Example 3/08 (2/1/2008 to 2/15/2008) Monthly Report: As paid for entire month Example: 2/1/2XXX TO 2/29/2XXX Lagged Monthly Report Pay periods. This is not accumulated Example: 2/16/2008 to 3/15/2008 <p>Example: 3/31/2007</p>
Personnel area	R	<p>A specific agency/sub-agency in the State of Washington. Example: 1000</p>
Personnel Number	O	<p>The employee's unique identifying number.</p>  Leave this field blank, to capture all employees of your agency, or sub-agency. <p>Example: 238331</p>

State of Washington HRMS

File name: WAGES_NOT_SUBJECT_TO_OASI_MEDICARE_ZHR_RPTPY632.DO
Version: Training Team Draft Script
Last Modified: 3/31/2008 2:57:00 PM

SAP Parent
Page 4 / 7

C
Reference Number:

Wages Not Subject to OASI / Medicare



The screenshot shows the SAP interface for the report 'Wages Not Subject to OASI / Medicare'. The title bar includes 'Program Edit Goto System Help' and the SAP logo. Below the title bar, the report name is displayed. The main area is divided into two sections: 'Further selections' and 'Org. structure'. The 'Further selections' section contains fields for 'Period' (01/01/2007 to 3/31/2007), 'Payday' (radio button), and 'Payroll type' (checkbox). The 'Org. structure' section contains fields for 'Personnel number', 'Personnel area' (1000), 'Personnel subarea', 'Employee group', and 'Employee subgroup'. Each field has a selection icon to its right. The status bar at the bottom shows 'RT0 (1) (521)' and 'ssvaphr3e INS'.

3. Click  (**Execute**) to execute the report.



This report results are longer than the screen, so two screen shots have been provided.

Wages Not Subject to OASI / Medicare Screen 2 of 2

			
			
/2007 To 03/31/2007			Run Date: 06/27/2007 Page : 1
Medicare			
Gross Not Subject	Gross Subject	Noncash Subject	Gross Not Subject
24.00	2,695.78	0.00	24.00
24.00	2,695.78	0.00	24.00



This report displays the total gross Not Subject to Social Security and Medicare.

- You have completed this transaction.

Result

You have generated the Wages Not Subject to OASI/Medicare report.

Comments

None.